
**ISSUE AND CONTROL OF
INSULATING RUBBER GLOVES**
**Manual
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**ESHQ
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November 1, 2010**

1.0 PURPOSE AND SCOPE

This procedure provides a uniform method for issue and control of insulated rubber gloves. This procedure applies to all Washington River Protection Solutions LLC (WRPS) employees requiring insulated rubber gloves, including maintenance craft, operators, health physics technicians, etc.
(7.1.1, 7.1.2, 7.1.3)

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 PROCEDURE

Maintenance
Manager

1. Assign an individual within the organization to control the gloves.

Assigned Individual

2. Contact the Utility System operator and have them assign a block of numbered gloves.
3. When the gloves are to be issued, provide a copy of a User Guide Checklist for Insulating Rubber Gloves (Electrical Safety Bulletin ESB-2001-02).

Glove User

4. Complete the checklist and sign off on the personal protective equipment (PPE) user block.

Field Work
Supervisor

5. Sign as supervisor/person-in-charge.

Assigned Individual

6. Issue gloves to glove users and document the following information on a list:
 - Name of user
 - Identification number of gloves
 - Date of last inspection
 - Date of next inspection
 - Storage bag
 - Gauntlets. (7.1.2)

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Glove User

7. Store insulating gloves in a location and in a manner that protects them from light, extreme temperatures, excessive humidity, ozone, and other injurious substances and conditions. Insulating gloves shall not be stored inside tank farm boundaries. (7.1.2)
8. Inspect gloves, bag, and gauntlets each time prior to use and immediately following any incident that can reasonably be suspected of having caused damage. Insulating gloves shall be given an air test, along with the inspection. (7.1.2)

Gloves with any of the following defects shall be removed from service and returned for testing: (7.1.2)

- Holes, tears, punctures, or cuts
- Ozone cutting or ozone checking
- Embedded foreign objects
- Texture changes such as swelling, softening, hardening, or becoming sticky or inelastic.

9. Wear protector gloves over insulating gloves, except as follows: (7.1.2)
 - Class 0 gloves may be used without protector gloves in limited conditions where small equipment and parts manipulation necessitate unusually high finger dexterity, provided that detailed visual examination of the glove is satisfactory and extra care is taken in the avoidance of handling sharp objects.
 - Any other class of glove may be used for similar work without protector gloves provided that the possibility of physical damage to the gloves is small, and the class of glove is one class higher than that required for the voltage involved. Insulated gloves that have been used without protector gloves may not be used at a higher voltage until they have been re-tested at the higher voltage.

Assigned Individual

10. On a monthly basis, perform a random inspection of issued gloves, bag, and gauntlets.

Field Work
Supervisor

11. Walk down assigned areas to ensure proper storage of gloves.

Maintenance
Manager and Field
Work Supervisor

12. During management overview in the farms, verify there are no insulated gloves stored in cabinets in the field.

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Glove User 13. Turn in gloves to the assigned individual for testing at the appropriate interval.

NOTE: Gloves shall be inspected within six months of the date of last inspection. (7.1.2)

Assigned Individual 14. Arrange for testing of gloves.

15. Record date of the most recent inspection of gloves on the list generated in step 6 and return the gloves to the glover user. (7.1.2)

5.0 DEFINITIONS

No term or phrases unique to this procedure are used.

6.0 RECORDS

The following records are generated during the performance of this procedure:

- Completed copy of the User Guide Checklist for Insulating Rubber Gloves
- Record of issuance of insulating rubber gloves.

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.

7.0 SOURCES

7.1 Requirements

1. 10 CFR 851, "Worker Safety and Health Program."
2. 29 CFR 1910.137, "Electrical Protective Equipment."
3. PER-2003-1632.

7.2 References

1. TFC-BSM-IRM_DC-C-02, "Records Management."
2. TFC-ESHQ-S_IS-C-02, "Personal Protective Equipment."

Figure 1. Issue and Control of Insulated Rubber Gloves.